

GUIDE TO THE TECH PLANNING PROCESS

THINGS TO REMEMBER

- The tech plan is NOT a refresh plan. It is a school technology plan and should contain everything you need/want to do with technology in your school
- The technology plan should be written specifically enough so that any new teachers walking into your building can pick it up and know what the expectations are for technology use and integration
- The technology plan should guide all purchases, whether the funding comes from refresh, PTA, local funds, etc.

GETTING THE PLANNING PROCESS STARTED

ASSEMBLING THE COMMITTEE

A good technology plan is based on team input from all stakeholders. The technology committee can consist of any number of people, but good technology plans usually consist of the following committee members:

- Representation from EVERY grade level/department, including SPED and Related Arts
- Community/Parent Representation
- Student Representation
- Instructional Coach/Media Specialist
- Fixed Assets Coordinator
- Administrator (Principal, AP, AA)

GATHER INFORMATION ABOUT CURRENT EQUIPMENT

In order to know what you need, you must know what you have. Your fixed assets coordinator should have a list of the current fixed assets on record. It is important that you follow the steps below in case you are audited for equipment.

- Verify the fixed assets report that is currently in Lawson.
- Verify that the computers and equipment are in the correct rooms as listed on the fixed assets sheet. (failure to do so, may result in good equipment being removed from the school)
- Determine what computers will be leaving the building based on specs given to you during the refresh meeting.

MEET WITH THE ESTABLISHED COMMITTEE AND SUB COMMITTEES

In many cases, the committee members are simply representatives of their peers. Consider having your committee members meet with their team members to get their input as well. This way, every person in the school has an input on the technology plan and what is really needed.

Consider using a brainstorming activity to kick-off the first meeting of your tech committee. Give each committee member a post-it note or piece of paper and pose one or both of these questions:

What is your vision of the 21st century classroom?

What skills are needed to be successful as a 21st century citizen?

Post answers and use these as a starting point to discuss the current picture of technology use in your school.

DETERMINE NEEDS AND WANTS

Once you have met with your committee and they have received input from their peers about technology needs in the school, you need to start determining your needs and wants. **Remember: this is NOT the time to consider money. This process is to determine what your school needs/wants with technology. Do not limit them with dollar amounts. This is simply a plan.** Consider the following when creating your needs/wants:

- **Teacher Laptops (which contain a docking station) are usually purchased for:**
 - Full-time teachers (**required unless teacher has a laptop less than a year old**)
 - Special Ed Teachers (**required unless teacher has a laptop less than a year old**)
 - Related Arts Teachers (**required unless teacher has a laptop less than a year old**)
 - Part-time teacher computers can be purchased at the school's discretion based on what the teacher already has
- **Desktops are usually purchased for:**
 - Plant Engineer
 - Secretary
 - Guidance Department
 - Support Staff
 - Front Office
- **Administrative Laptops (which contain docking station, keyboard, mouse and monitor) can be purchased/are usually purchased for:**
 - Principal
 - Assistant Principals
 - Administrative Assistants
 - Instructional Coaches
 - Media Specialists
 - Title One Facilitators
 - Magnet Coordinators
- **Promethean Boards**
 - Adjustable Mount Boards (78" & 95") for classrooms
 - Mobile Boards (Media Centers, Gym, etc)
- **Assessment Devices**
 - ActiVotes (Recommended for K-2)
 - ActivExpression (Recommended for 3-12)

- **Hue HD Web Cams (www.huehd.com)**
 - Used as a document camera or a webcam for distance learning/skyping
- **Cameras**
 - Flip Cameras (shooting video)
 - Digital Cameras
- **Mobile Devices**
 - iPads (typically purchased for administration, IC/CRT, Media Specialist)
 - Nooks/Kindles (ereaders for use in the media center)
 - MP3 Players (audio books for use in classroom/media center)
 - iTouch (reading and other activities)
- **Software**
 - NetSupport for monitoring computers
 - Accelerated Reading/Reading Counts

WRITING YOUR PLAN

Once you have verified your fixed assets, you know what equipment is leaving the building. You also should now know what your needs are based on your committee member recommendations. The following steps below will reference the technology plan template provided to you in the refresh meeting.

TITLE PAGE (PAGE 1 IN TECH PLAN TEMPLATE)

The title page contains the following information:

- Committee Members (left side bar)
- School Name
- Principal Name
- Address
- Revised Date (bottom)
- Other information as school sees fit

SNAPSHOT OF CURRENT TECHNOLOGY USE IN SCHOOL (PAGE 2 IN TECH PLAN TEMPLATE)

The snapshot of current use should focus briefly on how the current technology is being used in the school. This is not a list of equipment contained in the school. This section can be a paragraph or a bulleted list on how the technology is being used currently. Below are some examples:

- “30% of the classrooms are equipped with Promethean Board which are used by **teachers** every day.”
- “Teachers frequently check out laptops to use in class for research, CrazyTalk projects, Blogging, etc. “
- “Teachers use the desktop lab for Compass Learning and research when it is available”
- “Teachers use wikis in the classroom for collaboration.”

SCHOOL PROFILE (PAGE 3 IN TECH PLAN TEMPLATE)

The School profile section gives the readers a glimpse into your school. If you already have similar sections in your school portfolio or title one plan, simply copy and paste it into this section. The Quick Facts sidebar on the left side is some quick information that the Instructional Technology staff frequently relies on when reading the plan and helping schools analyze their needs/wants list.

TECHNOLOGY DIMENSIONS OVERVIEW (PAGE 4 IN TECH PLAN TEMPLATE)

It is important that all aspects of technology are being addressed. There are three main dimensions in the technology plan:

- **Tech Dimension 1: Learners and their Environment**
This dimensions deals with students and how they use/interact with technology. It focuses on the students using the technology
- **Tech Dimension 2: Curriculum and Instruction**
This Dimension focuses on how the teacher uses technology. This can be for productivity (Office Suite) or Instruction (Promethean Board)
- **Tech Dimension 3: Professional Development**
What professional development is needed to support the teachers and students as they learn how to use the new equipment/software.

You will reference these dimensions as you write your plan. This is important since you need to consider all dimensions when writing your plan. This will help you make sure to focus on teachers, students and training needs as you write your plan.

GOALS, OBJECTIVES AND STRATEGIES (PAGE 5 IN TECH PLAN TEMPLATE)

*The goals, objectives and strategies section in your plan is the most important part. This is the part that new teachers should read to learn expectations. This is the part of the plan that parents should be able to pick up and know what is happening with technology in the school. This section **must** tie to the needs/and wants. If you ask for Promethean Boards in the needs/wants section, there should be a goal, objective or strategy that addresses Promethean Boards (training, integration, etc.). The following components make up this section:*

Goals	A good goal will align school goals found in the portfolio. Goals should reflect improved student achievement.
Objectives	Objectives tie very closely back to your goals and should help to accomplish those goals.
Tech Dimension	Refer to list above. Is the strategy/action addressing tech dimension 1, 2 or 3?
Strategy/Action	What strategies or actions will you put in place in order to help meet the objectives/goals?
Action Steps	What must happen in order for the Strategy/Action to be accomplished?
Funding Considerations	What are possible funding considerations? (PTA, Refresh, Local, Grants)
Evaluation of Objectives	How will you evaluate your progress? This should be measurable as much possible

NEEDS/WANTS LIST (PAGE 6 IN TECH PLAN TEMPLATE)

This section should already be done for you since you based the rest of your plan off your needs and wants. The items on this page are important so that Instructional Technology has all the information necessary to help you with the planning process. The needs/wants section must contain the following:

- Tech Equipment Needs
What technology is needed? Be specific on items when possible (32 set of ActivExpressions, etc.)
- Priority
What is the priority of the items listed? High (5) priorities are considered first when making purchasing decisions. You may want to split items up on different lines if they contain different priorities. For example, you may have 5 Promethean Boards as a high priority and 3 as a medium priority.
- Quantity Needed
How many do you need of the technology Item?
- Justification
Why do you want the items requested?
- Comments/Notes
These are for you to add any notes you need to jog your memory about equipment placement or anything else you might want write here.

TIMELINE AND IMPORTANT MEETING DATES

In order for the process to move quickly and efficiency, the timeline below indicates when certain things should happen and when meetings with Instructional Technology need to occur. All meeting times can be scheduled by calling the Office of Instructional Technology.

Meeting Type	Group 2 Schools Oct—Dec 2011	Group 3 Schools March—May 2012	Group 4 Schools June—August 2012	Group 5 Schools Oct—Dec 2012
Refresh Orientation Meeting	Completed	September 2011	October 2011	January 2012
Technology Planning Meeting with Instructional Technology	Completed	September & October 2011	February & March 2012	May—August 2012
School Technology Inventory Due to Instructional Technology	Completed	October 7 th , 2011	January 20 th , 2012	August 31 st , 2012
School Technology Plan Due	Completed	November 4 th , 2011	February 10 th , 2012	May 1 st , 2012
Technology Plan Review Meeting	August 2011	November & December 2011	February & March 2011	August & September
Refresh Implementation Meeting	September 2011	January & February 2012	April & May 2012	October 2012
Refresh Date	October—December 2011	February—May 2012	June—August 2012	October-December 2012

PREPARING FOR REFRESH IMPLEMENTATION

Once all the meetings have happened and the equipment has been ordered, you will need to prepare for your refresh. It is vitally important for organization at this level since Dell is being paid to install the equipment.

COMPLETE THE LIST OF NEW COMPUTER & EQUIPMENT PLACEMENT

The new computer information spreadsheet (available on the livebinders site) is a list of all the new computers and equipment you will be receiving with Refresh. This list contains the room numbers for each piece of equipment. It is important that this list be correct in order to get the equipment in the correct locations.

COMPLETE THE COMPUTER INVENTORY SHEET




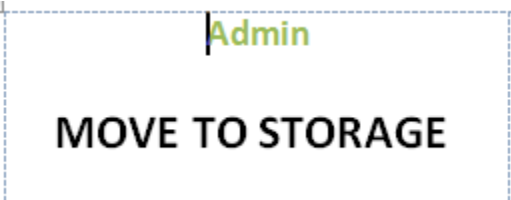
The last two columns on your computer inventory list are for you to indicate whether something will be excessed or where it will be moving if you are moving it to another room. It is vital this information be accurate since it is the official record of where equipment is going during refresh.

LABEL COMPUTERS

About a week before refresh happens, you will need to label computers that meet the following criteria:

- Computers moving to another location
- Computers being excessed
- Computers changing from staff computers to student computers

It is important not to label computers too far in advance since students tend to peel the labels off. You have the following types of labels

	<p>This label should go on the following desktop computers:</p> <ul style="list-style-type: none">• Teacher computers moving to another room• Teacher computers staying in the current classroom, but re-purposed as student computer <p><i>ALL TEACHER STATIONS MOVING TO ANOTHER LOCATION OR BEING RE-PURPOSED WILL BE MOVED TO THE STORAGE ROOM SO THAT DATA CAN BE CLEANED OFF OF THEM. THEY WILL BE MOVED BACK TO THE PROPER LOCATION ONCE THEY HAVE BEEN CLEANED PROPERLY.</i></p>
	<p>This label should go on the following desktop computers:</p> <ul style="list-style-type: none">• Student computers moving to another room (Indicate which room on the label) <p><i>STUDENT COMPUTERS REMANING IN THE SAME ROOM DO NOT NEED TO BE LABELED</i></p>
	<p>This label should go on the following desktop computers:</p> <ul style="list-style-type: none">• Any computer in the building that is being excessed to the warehouse <p><i>ALL COMPUTERS BEING EXCESSED TO THE WAREHOUSE WILL BE TAKEN TO THE DESIGNATED STORAGE AREA, WIPE OF ALL DATA AND TAKEN TO THE WAREHOUSE</i></p>
	<p>This label should go on the following desktop computers:</p> <ul style="list-style-type: none">• Any computer in the building that is an admin computer (Office clerks, guidance, attendance clerks, AP's, Principals, etc) <p><i>ALL ADMIN COMPUTERS MOVING TO ANOTHER LOCATION OR BEING RE-PURPOSED WILL BE TAKEN TO THE STORAGE AREA AND WIPE CLEAN OF ALL DATA.</i></p>

NEED HELP?

If you need help with the technology planning process, Instructional Technology will be happy to help any level. Below are some of the ways we have helped schools in the past. Please don't hesitate to involve us however you need us to be involved.

- Technology Committee Planning—We will be happy to facilitate the process of tech planning with the committee. This is useful for schools that have not gone through the process before
- Technology Committee Questions—We will make ourselves available to meet with the technology committee and answer any questions they may have about equipment, new technology, etc.

WHO TO CONTACT

The following Instructional Staff members below will be working with your school directly for refresh. Please contact them for any assistance you might need and to schedule meetings according to the timeline above.

Jeff McCoy 355-3134

Tim Cushman 355-3991

Christine Burras 355-5699

Michelle King 355-3050